Control and Issuance of Contractor ID Card Media

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Overview

- Background
- Different Forms of ID
- Policy/Guidance
- Procedures For Contractor ID Card Issuance
- Contractor ID Card Issuance for Non-WRALC Contracts/Orders
- Contractor ID Card Control
- Possible SFOI Changes

Background

- Base entry procedures were re-evaluated after 9/11
- Several base agencies inappropriately used AFMC Forms 496
- Some contractor personnel entered the base for reasons other than contract work
- Some contractors hired workers that were not supposed to be in the United States, much less work on a Government installation
- AFAA security audit findings:
  - Badges not returned upon contract completion/termination or termination/reassignment of contractor employees
  - Final payment not withheld pending badge returns

Different Forms of ID

- If contractor personnel require access to Robins AFB and access to the base computer network (i.e. a ".mil" address), a Common Access Card (CAC) is required. An approved DD Form 1172-2 must be processed thru 78 MSS/DP.
- If contractor personnel only require access to Robins AFB, a Contractor ID Card/Badge is required. An approved AFMC Form 496 must be processed thru 78 SFS/SFOX in accordance with policy/procedures outlined in this briefing.

Policy/Guidance

- AFFARS 5352.242-9000, Contractor Access To Air Force Installations
- SFOI 31-8, Control and Issuance of Contractor ID Card Media

Policy/Guidance (continued)

- **AFFARS 5352.242-9000, Contractor Access To Air Force Installations**
- Requires contractor personnel who make frequent visits to or perform work on an AF installation to obtain base ID and vehicle pass
- Requires contractor personnel to wear or prominently display ID badge while visiting/performing work on the installation
- Requires contractor to submit written request for ID cards/badges to the Contracting Officer
- Requires return of all IDs and vehicle passes when access is no longer required
- Allows withholding of final payment if contractor fails to comply with above

Policy/Guidance (continued)

- **SFOI 31-8, Control and Issuance of Contractor ID Card Media**
- Requires Contracting Officer to include AFFARS 5352.242-9000 as appropriate
- Raises awareness of Executive Order 12989, dated 13 Feb 96, entitled “Economy And Efficiency In Government Procurement Through Compliance With Certain Immigration and Naturalization Act (INA) Provisions,” which enforces INA employment provisions prohibiting the employment of illegal aliens
- Internalizes the requirements of AFFARS 5352.242-9000 and establishes procedures for issuance and retrieval of contractor ID cards/badges

Procedures For Contractor ID Card Issuance

- **STEP 1 -- Contractor submits written request to Procuring Contracting Officer (PCO) providing:**
  - List of all contractor/subcontractor employees requiring access to Robins AFB
  - Applicable contract/order/mod number
  - Period of performance (specify basic period and number of options, if any)
  - Location of work site
  - Days/hours during which access is required (if practical)
  - Completed AFMC Form 496 for each employee requiring access

Procedures For Contractor ID Card Issuance (continued)

- **STEP 2 -- Contracting Officer verifies:**
  - Name on AFMC Form 496 matches name on contractor's request
  - Contract-related information is accurate and complete
  - Number of personnel in contractor's request is consistent with the number of personnel negotiated in the contract/order/mod, if practical
- **STEP 3 -- After verification, Contracting Officer signs "certification" portion of AFMC 496, reproduces one copy of the approved form (retained for record purposes), and contacts the contractor for pick-up**

Procedures For Contractor ID Card Issuance (continued)

- **STEP 4 -- Upon receipt of approved form (AFMC 496), contractor/subcontractor personnel report, in person, to 78 SFS/SFOX in Bldg 263 (Pass & Registration) and present approved forms and valid photo ID**
- **STEP 5 -- 78 SFS/SFOX personnel :**
  - Ensure appropriate form is correct/complete and signed by Contracting Officer on PCO signature listing provided by PKP
  - Ensure applicant provides valid photo ID and is checked against base debarment/revocation roster
  - Log contractor data into automated database
  - Issue ID card/badge

Contractor ID Card Issuance

Upon receipt of contract award requiring performance on Robins AFB, contractor submits written request to PCO, providing listing of personnel requiring access, completed AFMC Form(s) 496, and specific contract info

PCO verifies contract info & signs/approves AFMC 496(s)

PCO returns approved AFMC Form(s) 496 to contractor

Contractor personnel report to Pass & Registration office in Bldg 263 with approved AFMC 496 and valid photo ID (if operating vehicle on base, may also apply for decal at this time)

After validating PCO signature and contractor data, Pass & Registration personnel log info into automated database, retain hardcopy of AFMC 496, and issue ID card/badge to contractor personnel

Contractor ID Card Issuance for Non-WRALC Contracts/Orders

- Contractor sends written request and completed AFMC Form(s) 496 to the cognizant (non-WRALC) Contracting Officer and an "info" copy to the requirement initiator
- Requirement initiator serves as liaison to ensure non-WRALC Contracting Officer provides 78 SFS/SFOX with: (1) proof that he/she possesses a Contracting Officer warrant (i.e. SF 1402, Certificate of Appointment), and (2) an original signature card/letter to be kept on file
- The cognizant non-WRALC Contracting Officer verifies contract info, signs AFMC Form(s) 496, and returns approved form(s) to contractor
- Contractor personnel report, in person, to 78 SFS/SFOX in Bldg 263 and present approved AFMC 496 and valid photo ID
- Pass & Registration personnel input data and issue ID card/badge

Contractor ID Card Control

- **ID Card Renewal**
  - Contractor ID cards/badges are valid for up to one year.
  - If applicable contract/order has a period of performance in excess of one year, the contractor shall submit a written request for renewal to 78 SFS/SFOX, at least 30 days prior to expiration. Request shall include contract/order number and listing of personnel that require ID card/badge renewal. (Requirement initiator shall serve as liaison for non-WRALC contracts/orders.)
  - If AFMC Form 496 indicates option(s) included, 78 SFS/SFOX will e-mail cognizant Contracting Officer for confirmation of option exercise (requirement initiator shall serve as liaison for non-WRALC contracts/orders).
  - Contractor personnel must report, in person, for badge renewal.

Contractor ID Card Control

(continued)

- **Lost ID Card/Badge**
  - Contractor must forward explanatory letter to the cognizant Contracting Officer detailing how ID card/badge was lost and the efforts made to locate it
  - If explanation is satisfactory, Contracting Officer coordinates on letter and forwards to 78 SFS/SFOX personnel, who verify AFMC 496 on file is still accurate, then issues replacement card/badge
- **ID Card/Badge Return**
  - Contractor personnel are required to return the ID card upon completion/termination of the contract or order, or transfer/termination of the contractor employee
  - Contracting Officer shall not authorize final payment until receipt of “ID Card Return Certification” signed by the contractor, cognizant security manager, and 78 SFS/SFOX personnel

Possible SFOI Changes

- Replacement of AFMC Form 496 with DD Form 1172-2, consistent with Common Access Card (CAC) process
- Instructions for base access when going to Pass & Registration to obtain ID card/badge
- Deletion of language addressing sponsorship privileges for retired military personnel
- Increased use of electronic processes
- Incorporation of procedures for issuance of contractor ID cards for non-WRALC contract actions

Questions?